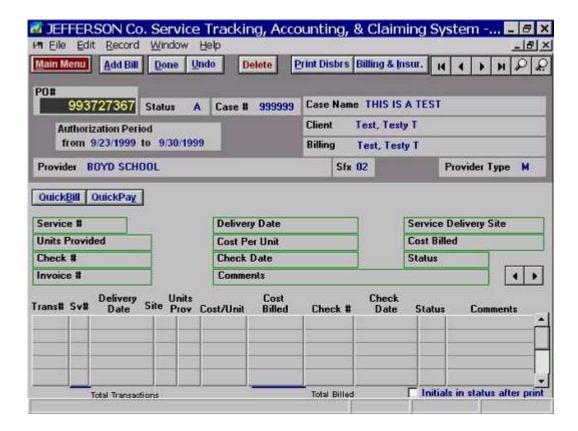
## **CHAPTER 10**

# SERVICE BILLING INFORMATION SCREEN

### SERVICE BILLING INFORMATION SCREEN



The Billing Information screen is used for the following purposes:

- to post and pay bills
- to determine what authorized service units have been used
- to see how many service units or how much money remains encumbered.

### **ENTERING BILLING INFORMATION**

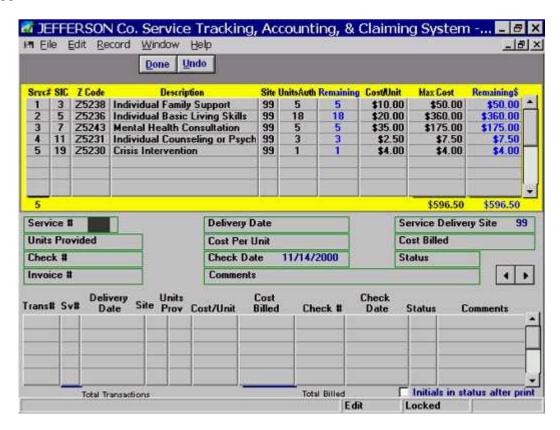
To enter billing information, click on Button 3 on the STAC Main Menu. The Service Billing Information screen will be displayed.

The cursor will be in the Purchase Order # field. Use the **arrow buttons** at the top right hand side of the screen, or the **Page Up** and **Page Down** keys, to scroll to the correct Purchase Order #, or

click on the **Magnifying Glass** to display the Locate Value box. Type in the Purchase Order # needed in the Value box. The Fields box should display Purchase Order #. If not, click on the Fields drop down arrow, and locate and click on Purchase Order # field. Click **OK**. The screen will display the chosen Purchase Order. (You can also use the "F12" key to use the Quick Lookup that is explained on page 13.)

### **ADD BILL**

Click on Add Bill. A drop-down table that displays the services authorized for the Purchase Order will appear.



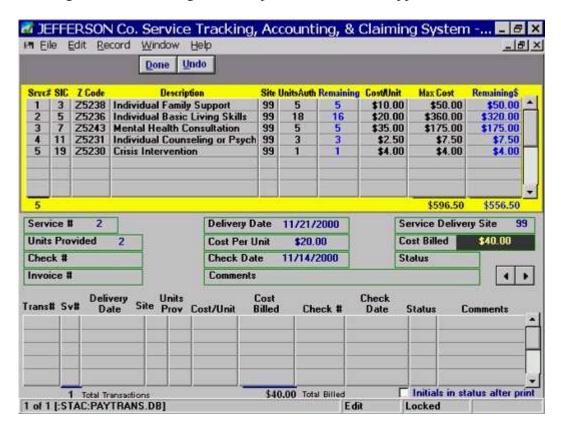
The cursor will be positioned in the Service # field. Type in the Service #. Press **Tab** or **Enter.** Type in Delivery Date. Press **Tab** or **Enter.** The Site, Cost/Unit, and Check Date windows will be automatically completed. (See page 78 on how to override check date.)

NOTE: Do not "batch" delivery dates. Each service provided must be a separate entry.

Type in the Units Provided. Press Tab or Enter.

**NOTE:** The number of units provided cannot exceed the number of authorized units remaining.

The Cost Billed field will be automatically completed. The billing will be deducted from the Units Remaining and \$\$ Remaining in the drop-down table in the upper section.



Check the calculations at this time. Press **Tab** or **Enter**.

#### NOTE: The cost billed may be overridden.

The cursor will be positioned on Check #. This field may be entered now or at a later date. Press Tab or Enter to get to the Check Date Field. If there is a Check # there must be a check date. If there isn't a Check # the Check Date should be blank.

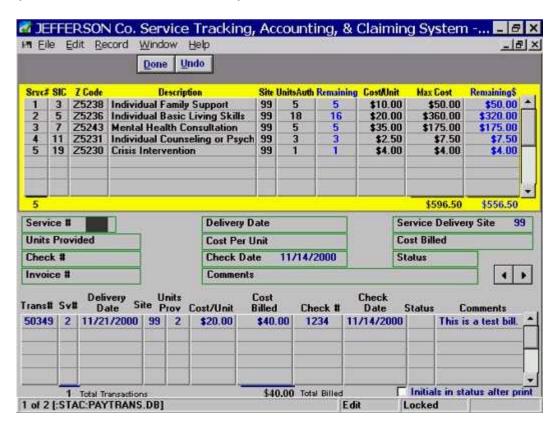
<u>NOTE</u>: Whenever a transaction has a check number entered, it will not print on the disbursement. Also amounts billed will not print out on expenditure reports until a check # has been entered.

Press **Tab** or **Enter** to the Status field. This is an optional field for counties to use as a local tracking mechanism. (For example, a county might want to track the location of an 1878, from the CWOA, to the Supervisor, to the Worker.) Codes used may be up to two characters. Press **Tab** or **Enter.** Type in Invoice # if it is to be tracked by County on STAC. Press **Tab** or **Enter**. Type in Comments, if needed. Press **Tab** or **Enter**.

<u>NOTE</u>: Worker must tab through the Comments field even if a check is not written in order to post the record.

### <u>NOTE</u>: If an entry is made in the Status field, the transaction will not print on the disbursement.

Tabbing off the Comments field will enter the billing data in the lower table section and clear the data entry section of the screen for the entry of another bill. Continue to add bills as needed.



NOTE: If you discover an error before you tab off of the Comments field you can correct it by using the Undo button at the top of the screen. Once you have tabbed off Comments, you must delete the error by pulling up the line of service on the Service Billing Screen.

Click on **Done** after entering the last bill for the Purchase Order. The upper drop-down table will close. Other bills for the Purchase Order may be entered at a later time or date.

To print a disbursement form, click on **Print Disbursement** (see sample on page 79) You will get a drop down box to select the number of copies needed. Every bill that does not have a check number to indicate payment for a Purchase Order or anything typed in the Status field will print on the disbursement.

### **ENTERING A CHECK**

A check may also be entered at a later time or date. After locating the needed Purchase Order, place cursor in the Service # window, and use the arrow buttons, or the **Page Up** and **Page Down** keys, to scroll to the correct Srvc #. Press **F9** to be in Edit mode. **Tab** or move cursor to the Check # field and make entries as needed. Be sure to click on **Done** when entries are completed.

<u>NOTE</u>: If several check numbers are being added at one time, use **Page Up/Page Down** keys to access purchase orders rather than the arrow buttons on the screen. This will keep the user from being taken out of Edit.

### **EDITING A CHECK NUMBER OR CHECK DATE**

To edit a check number or check date, use the arrow keys, or the **Page Up** and **Page Down** keys, to put the correct billing transaction in the data entry section of the screen. Press **F9** on the keyboard, click on the appropriate field and press **Delete** on the keyboard. Type in the correct information, and tab off Comments field to post the check number. Be sure to click on **Done** when entries are completed.

### DELETING A CHECK NUMBER OR CHECK DATE

To delete a check number or check date (for example, if the information was entered for the wrong billing transaction), use the arrow keys, or the **Page Up** and **Page Down** keys, to put the correct billing transaction in the data entry section of the screen. Press **F9** on the keyboard, click on the appropriate field and press **Delete** on the keyboard. Tab off Comments, and then click on **Done.** 

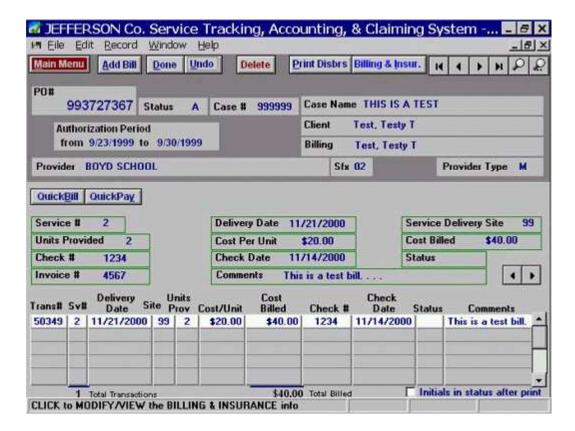
**NOTE:** You can also left click with the mouse on the line of service you wish to make changes or deletions on. Make sure you are in **Edit mode** (**F9**) before making any changes.

**NOTE**: You must click on the **DONE** button on the screen to post any changes made.

### SAMPLE OF DISBURSEMENT REQUEST AND AUTHORIZATION FORM

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			EA Stalus :		EA End Dale :		
Invoice #	Service	LGFS Account	Object Code	Date	Units	Cost.Unit	Cost Billed
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### **BILLING AND INSURANCE**



To view billing and insurance information, click on the **Billing & Insurance** button.



This screen displays billing and insurance information taken from information in the Case/Client Data tables. This helps the user know if an EPSDT screening has been completed and is current so that claiming to Medicaid is possible for the Rehabilitation treatment services that exceed the maximum annual units.

To return to the Billing Information screen, click on the **Previous Page** button in the top right corner.

Click on the Main Menu button to return the Main Menu.